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29 July 1960

MEMORANDUM FOR: Director of Personnel

SUBJECT : Accomplishments, Plans and Objectives

A. Accomplishments during Fiscal Year 1960.

1. The following accomplishments are representative of progress made by the Clandestine Service Personnel Division during Fiscal Year 1960.

25X1C a. In August 1959 the Division assumed responsibility for providing secretariat support to the newly formed Agent Panel. In addition to providing the usual secretariat functions; i.e., documentary material, preparation of agenda, minutes of meetings, etc., this office was instrumental in initiating a simplified method of processing conversions between staff agent and staff employee status. This simplification has speeded greatly all such conversions and as a result has helped to remove one of the major objections, among operators, to the staff agent category. Working with the Panel members, the secretary also provided all material necessary to perform a complete review of [REDACTED]. This review resulted in promotions of certain agents who had not previously been recommended for such action and has tended to change the long standing feeling among staff agents that they often were overlooked for promotion and sometimes lost to career management. To insure that no staff agents, 25X1C [REDACTED] are overlooked in the future, a revised notice of competitive promotion selections requires operating 25X1C officials to rank all staff agents [REDACTED]. The Secretary of the Agent Panel introduced a method of circulating cases among Panel members with the understanding that the Secretary will approve the action proposed unless there is some objection by a Panel member. By this means the number of meetings is reduced, the processing of routine actions is accelerated and only questionable cases or policy matters require formal action by the Panel.

b. A ready reference system for maintaining current information on all employees assigned to the Clandestine Services was effected with the installation of a new flexo-line system. This system, now in use by Sections A, B, & C of the CS Panel shows present location, rotational

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planning, identity of replacements, etc., of all CS/CS personnel in grades GS-09 and above. It has proven to be very useful for all concerned and photographs of that portion dealing with GS-14's and above are provided to Messrs. Bissell, [REDACTED] monthly. A similar system of maintaining current information on all Chiefs of Station and Chiefs of Base was also installed. This information is reproduced quarterly for the DCI, D/DCI, and the DDP.

25X9

c. Section A of the CS Panel gave additional emphasis to its review of employees at the GS-14 and GS-15 levels. During Fiscal Year 1960, a total of [REDACTED] such reviews was completed with results ranging from approval for language training to long term planning for reorientation of an individual's career development.

d. The Division shared responsibility for initiating a change in the method of determining assignments for JOT's within the Clandestine Service. In the past, such assignments had been made by the Office of Training without reference to the CS Career Service. Under the revised procedure, the Division assists the CS Panel in its active participation in determining JOT assignments. The assignments of 64 JOT's have since been reviewed. Additionally, closer monitoring is being given to the acceptance of all new Reports Officers, including rotation of personnel from the DDI, in an effort to apply more uniform standards.

e. The Division continued to provide secretariat support to the CS Career Service Board and its subordinate Panel and Sections. Such support requires maintenance of adequate records, issuance of notices to the operating elements, preparation of agenda, issuance of minutes and implementation of policy. With the increased emphasis on competitive promotion, the Panel sections each required an average of four meetings in order to complete one competitive promotion review. Two such reviews were held at each grade GS-09 and above during the reporting period.

f. Considerable effort was spent in locating and selecting personnel qualified and available for use on Project JMARC.

g. For the first ten months of Fiscal Year 1960, the Records Branch was under the jurisdiction of the CSPD. The activities of that Branch are therefore included in this report. During the period the Branch was instrumental in the

(1) Development of simplified procedures for coordination and approval of staffing complement changes.

(2) Improving the accountability and reporting techniques of personnel strength and staffing authorizations.

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(3) Preparation and maintenance of current organizational charts.

(4) Establishment of agreements with SWD and RSD which facilitated processing of major staffing complement changes, personnel actions and movement of personnel to the field.

(5) Participated in establishing an accounting procedure for personnel detailed to JMARC.

2. The above activities are illustrative of the changes and accomplishments of the Division during the reporting period. The routine activities such as processing of actions, personnel interviews, development of selection out cases, preparation of replies to Field Reassignment Questionnaires, assisting in the selection of personnel for overseas vacancies, and placement of returnees continued but will not be reported in detail.

B. Plans and Objectives for Fiscal Year 1961.

1. We expect to concentrate major effort in supporting the DDP and the Director of Personnel in the implementation of [REDACTED] 25X1A

2. We will also give increased attention to other methods of reducing personnel strength; i.e., identification and processing of selection out cases, early retirement and disability retirement, careful scrutiny of applicants, etc.

3. We expect to complete the assignment of numerical experience codes to CS/CS personnel.

4. We will continue to provide close support to the CS Board and Panel in their competitive promotion reviews.

5. We will continue our effort to simplify methods and procedures, including a careful look at personnel accounting methods.

C. Plans and Objectives for Fiscal Year 1962.

1. No major new activities can be foreseen at this time.

[REDACTED] 25X1A9a

Chief, CS Personnel Division

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